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U.S. Department of the Navy

CIRCULAR RELATING TO
THE ENLISTMENT OF MEN
FOR THE
UNITED STATES NAVY

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WASHINGTON
1915

U.S. naval personnel

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UNITED STATES NAVY

THE ENLISTMENT OF MEN

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BUREAU OF NAVIGATION, NAVY DEPARTMENT.

WASHINGTON, D. C., March 1, 1915.

CIRCULAR RELATING TO THE ENLISTMENT OF MEN FOR THE UNITED STATES NAVY.

(For the information and guidance of recruiting officers and applicants.)

The term of enlistment of all enlisted men of the Navy shall be 4 years, except minors over 17 and under 18 years of age, who shall be enlisted for the period of minority. Minors under 17 can not enlist in the Navy. No enlistments for special service are allowed.

No minor under the age of 18 years will be enlisted without the written consent of the parent who is his legal guardian; or, if both parents are dead, of a legally appointed guardian.

Only such persons shall be enlisted as can reasonably be expected to remain in the service, and when enlisted must serve out the term of their enlistment, and cannot be discharged prior to that time, except for cause or as hereinafter provided.

Every person before being enlisted must pass the physical examination prescribed in the medical instructions, and no person shall be enlisted for the naval service unless pronounced fit by the commanding and medical officers.

Table of physical proportions for height, weight, and chest measurement of adults.

| Height (bare-footed). | Weight (without clothes). | Chest, mean circum- ference. |
|--------------------------|---------------------------------|---------------------------------------|
| <i>Inches.</i> | <i>Pounds.</i> | <i>Inches.</i> |
| 64 | 128 | 33 |
| 65 | 130 | 33 |
| 66 | 132 | 33½ |
| 67 | 134 | 34 |
| 68 | 141 | 34½ |
| 69 | 148 | 34¾ |
| 70 | 155 | 35½ |
| 71 | 162 | 36 |
| 72 | 169 | 36¼ |
| 73 | 176 | 36¾ |

The minimum height for acceptance of a man 21 years old or over is 64 inches barefooted.

The minimum weight for acceptance of a man 21 years old is 128 pounds. A variation of 10 pounds, not to fall below 128 pounds in weight, or 2 inches in chest measurement below the standard given in the table for adults, is admissible when the applicant for enlistment is active, has firm muscles, and is evidently vigorous and healthy, except for enlistment in the rate of coal passer, for which rate full standard measurements will be required.

Chest expansion of less than 2 inches in a minor or of less than 2½ inches in an adult is a sufficient cause for rejection of an applicant.

The tables are given to show what is regarded as a fair standard of physical proportions and not as an absolute guide to be followed in deciding upon the acceptance of recruits.

For a minor enlisting as apprentice seaman:

| | Minimum height barefooted. | Minimum weight without clothes. |
|-------------------------|----------------------------|---------------------------------|
| | <i>Inches.</i> | <i>Pounds.</i> |
| At 17 years of age..... | 62 | 110 |
| At 18 years of age..... | 64 | 115 |
| At 19 years of age..... | 64 | 120 |
| At 20 years of age..... | 64 | 125 |

No underweight or underheight is allowed in minors.

Marked disproportion of weight over height is not a cause for rejection unless the applicant is positively obese.

Any one of the following conditions will be sufficient to cause the rejection of the applicant:

1. Feeble constitution, general poor physique, or impaired general health.

2. Any disease or deformity, either congenital or acquired, that would impair efficiency, such as: Weak or deranged intellect, cutaneous disease not of a mild type, parasites of the skin or its appendages, deformity of the skull, abnormal curvature of the spine, torticollis, inequality of upper or lower extremities, inefficiency of joints or limbs, deformity of joints or bones, either congenital or the result of disease or injury, flat feet, evidence of epilepsy or other convulsions, defective vision (minimum $\frac{1}{2}$ S. in either eye), disease of the eye, color-blindness, impaired hearing or disease of the ear, chronic nasal catarrh, ozæna, polypi, great enlargement of tonsils, impediment of speech, disease of heart or lungs or predisposition to such disease, enlarged abdominal organs or evidence of cirrhosis, tumors, hernia, undescended testicle, large varicoccele, saroccele, hydrocele, stricture, fistula, hemorrhoids, large varicose veins, disease of the genito-urinary organs, chronic ulcers, ingrowing nails, bad corns, large bunions, deformity of toes, loss of many teeth or teeth generally unsound (teeth properly filled not to be considered unsound). Every recruit must have at least 20 sound teeth, and of these not less than 4 opposed incisors and 4 opposed molars.

3. Any acute disease.

Each recruit shall be required to take the oath of allegiance. He will also be required to declare on oath, in the presence of the recruiting officer, that he makes a true statement as to the date and place of his birth, and his previous service, if any, in the Navy, Marine Corps, Army, or Revenue-Cutter Service; and also that he is not subject to fits, has no disease concealed or likely to be inherited, and has no stricture or internal piles.

Free outfit of clothing, amounting to \$60, is furnished every enlisted man of the Navy on first enlistment.

Applicants for enlistment must be American citizens, native or naturalized, and must be able to read and write English.

Every applicant for enlistment in the ratings of seaman, ordinary seaman, and apprentice seaman must, if a minor, present a certificate of birth, or verified written statement by his parents or either of them, or in case of their death, a verified written statement by his legal guardian, showing the applicant to be of age required by the Navy regulations, before he can be enlisted. He must also produce satisfactory evidence of his United States citizenship, native or naturalized.

No minor under the age of 17 years, no insane or intoxicated person, and no deserter from the naval or military service of the United States shall be enlisted in the naval service.

No man convicted of any serious offense will be enlisted without special permission of the Bureau of Navigation.

No one who has already been in the naval or military service or the Revenue-Cutter Service of the United States shall be enlisted without showing his discharge therefrom. Should it be claimed that the discharge has been lost, the circumstances shall be reported to the Navy Department.

Beneficiaries who have been admitted to the Naval Home and pensioners shall not be enlisted.

Any person with a continuous-service certificate which is indorsed "discharged with a bad-conduct discharge," "dishonorably discharged," or "not recommended for reenlistment," shall not be re-enlisted.

Fraudulent enlistment, and the receipt of any pay or allowances thereunder, is an offense against naval discipline, and is punishable by general court-martial. (Act approved March 3, 1893.)

First enlistment in the Navy shall be made only in the ratings of the following table and between the ages therein specified for the different ratings:

| Rating. | Years of age. | Rating. | Years of age. |
|--|---------------|--|---------------|
| Seamen | 21 to 30 | Shipfitters, second class | 21 to 30 |
| Ordinary seamen | 18 to 30 | Coppersmiths | 21 to 30 |
| Apprentice seamen | 17 to 25 | Firemen, first class | 21 to 30 |
| Landsmen (not for seamen branch) | 18 to 25 | Firemen, second class | 21 to 30 |
| Shipwrights | 21 to 30 | Coal passers | 21 to 30 |
| Blacksmiths | 21 to 30 | Hospital apprentices | 18 to 25 |
| Plumbers and fitters | 21 to 30 | Bakers, second class | 21 to 30 |
| Sailmakers' mates | 21 to 30 | Mess attendants, third class | 18 to 30 |
| Machinists' mates, first class | 21 to 30 | Ship's cooks, fourth class | 18 to 30 |
| Machinists' mates, second class | 21 to 30 | Musicians, first class | 21 to 30 |
| Boilermakers | 21 to 30 | Musicians, second class | 21 to 30 |
| | | Painters, third class | 21 to 30 |

Frequently enlistments are suspended in some of the ratings mentioned in this table; and an applicant should not take it for granted that enlistments are made in a given trade, but should inquire before incurring expense of travel.

Men possessing a mechanical trade not enumerated in the above table may be enlisted for duty in that trade, even if over 25, provided they are under 30 years of age.

No man shall be enlisted as a seaman, or ordinary seaman, without permission of the Bureau of Navigation, unless he shall have been discharged from the Navy with recommendation for reenlistment. Ordinary seamen receive \$20.90 a month, and are advanced when qualified, and vacancies occur, to seamen, at \$26.40 per month. Seamen are eligible, if qualified, to fill vacancies as petty officers.

No man shall be enlisted as fireman, first class, unless he shall have had two years' experience at sea in a fireroom. In all cases applicants shall be required to pass a satisfactory examination.

Apprentice seaman.—Pay, \$17.60 per month. Applicants enlisted are sent to training stations and given such instruction as tends to make them eligible for promotion to the higher ratings in the seaman branch of the service.

Special care should be taken in enlisting men for the artificer class to see that they have knowledge of the trade required.

Coal passers.—Pay, \$24.20 per month. Applicants for this rating must have had actual experience as coal passers in the Navy or on board a merchant vessel. The recruiting officer may use his discretion in enlisting a man who is *especially* desirable, notwithstanding the fact that he has had no previous experience on board ship in the duties of this rating.

Firemen, second class.—Pay, \$33 per month. Must have had experience as firemen, preferably on board steamer; must understand the management of the fires, and must have some knowledge of the engines, different pumps, boilers and attachments thereto, and their uses.

Firemen, first class.—Pay, \$38.50 per month. Must have had two years' experience as fireman on board a steamer; must be familiar with marine engines and boilers and their attachments; must thoroughly understand the management of the fires, the use and regulation of the different valves on the boilers, and the different pumps; should know how to put on a soft patch, and to be able to wrap pipes to stop leak; must be able to pack the stuffing boxes around the engines, and to grind in valves, etc.; also to oil the different parts of the engine.

Shipwrights.—Pay, \$27.50 per month. Applicants for enlistment as shipwrights must be fairly familiar with the ordinary woodwork repairs generally required on board ship.

Carpenters' mates, third class.—Pay, \$33 per month. Applicants for enlistment in this rating will be enlisted as shipwrights (for carpenters' mates, third class), and upon qualifying as a result of examination on board a naval vessel will be promoted to carpenters' mates, third class.

Carpenters' mates, second class.—Pay, \$38.50 per month. Applicants for enlistment in this rating will be enlisted as shipwrights (for carpenters' mates, second class), and upon qualifying as a result of examination on board a naval vessel will be promoted to carpenters' mates, second class.

Carpenters' mates, first class.—Pay, \$44 per month. This rating is obtained by promotion from carpenters' mates, second class.

Chief carpenters' mates.—Pay, \$55 per month. This rating is obtained by promotion from carpenters' mates, first class.

Carpenters.—Pay, \$1,500 to \$2,400 per year. This grade is attained by promotion from the subordinate ratings in this branch after examination. A carpenter is a warrant officer.

Machinists' mates, second class.—Pay, \$44 per month. Applicants for enlistment in this rating must be *machinists by trade*; must be familiar with the names and uses of the various parts of marine or stationary engines and boilers; must be able to perform work with the various tools in a machine shop, including bench work; must be able to write legibly and understand arithmetic; must be physically sound, and at the date of first enlistment must be not less than 21 nor more than 30 years of age.

Machinists' mates, second class, are not required to have had experience at sea with marine engines; they may be assigned to duty as water tenders and oilers.

The examination of candidates for enlistment as machinists' mates regarding their knowledge of engines and boilers will be made, if practicable, in the engine rooms of ships, and regarding their knowledge of machine work in the workshops of navy yards.

Machinists' mates, first class.—Pay, \$60.50 per month. Applicants for enlistment as machinists' mates, first class, must have had experience at sea for one year with marine engines, in addition to the qualifications for machinists' mates, second class. Machinists' mates, second class, are promoted to machinists' mates, first class, as soon as they prove their qualification on board a cruising vessel and vacancies exist.

Machinists' mates, first class, will, if qualified, be given charge of an engine-room watch when there is not a sufficient number of chief machinists' mates on board to perform this duty.

Chief machinists' mates.—Pay, \$77 per month. Chief machinists' mates will have charge of engine-room watches. No person will be enlisted as chief machinists' mate unless he holds a permanent appointment as such. The rating of chief machinists' mate is attained by promotion from the lower ratings in this branch.

Machinists, Warrant Officers.—Pay, \$1,500 to \$2,400 per year. This grade is obtained by promotion from the subordinate ratings in the machinist branch.

Coppersmiths.—Pay, \$60.50 per month. Applicants for enlistment in this rating must be competent coppersmiths by trade and preferably with previous sea experience.

Boilermakers.—Pay, \$71.50 per month. Applicants for enlistment in this rating must be competent boilermakers by trade and preferably with previous sea experience. Boilermakers are enlisted only to fill vacancies, and applicants should first ascertain if men are needed in this rating before applying.

Blacksmiths.—Pay, \$55 per month. Applicants for enlistment in this rating must be competent blacksmiths by trade and preferably with previous sea experience. Blacksmiths are enlisted only by permission of the Bureau of Navigation.

Shipfitters, second class.—Pay, \$44 per month. Applicants for enlistment in this rating must have a good knowledge of the drainage systems, flooding systems, magazines and trimming-tank systems, ventilating systems, and similar construction and repair auxiliaries as fitted on naval vessels; a good knowledge of the care and operation of the ventilating blowers (except electric motors); and knowledge of the methods of construction and ability to make repairs in steering engines, steering apparatus, windlass, and winches. He should be able to run simple machine tools and be a good "bench or vise hand," as known in the trade.

Shipfitters, first class.—Pay, \$60.50 per month. This rating is obtained by promotion from shipfitter, second class, after proving capabilities on board ship.

Electricians.—Applicants for enlistment as electricians must be qualified either for general electricity or radio (wireless) operators. They must either know the names and uses of the various parts of a dynamo and dynamo engine, be familiar with the ordinary types of switchboards and methods of wiring, or they must be competent operators of the Morse telegraphic code or have sufficient knowledge of radio telegraphy to qualify as an operator. In either case they must be able to write legibly and understand elementary arithmetic. The age limit is 18 to 25. Men in this rating will be enlisted as landsman for electrician; pay, \$17.60 per month.

Electricians, third class.—Pay, \$33 per month, having served the probationary period, must, in order to be rated electricians, second class (\$44 per month), be qualified to stand a watch in charge of the dynamo room, send and receive wireless messages, and make a diagram of the sending and receiving circuits of at least one system of wireless telegraphy.

Electricians, second class, for both general electrical work and wireless telegraphy, having served the required probationary time under the regulations, to be eligible for promotion to the rate of electricians, first class, to fill vacancies in complement, must be well grounded in the construction and use of all electrical apparatus on board ship and possess a considerable skill in either branch.

Electricians, first class.—Pay, \$55 per month. This rating is obtained by promotion from electricians, second class.

In addition to the qualifications for promotion from electrician, second class, to electrician, first class, knowledge of the care and use

of storage batteries and oil engines is required of electricians, first class, to be eligible for the rate of chief electrician.

Chief electricians.—Pay, \$66 per month, under acting appointment, and \$77 per month, with permanent appointment. This rating is obtained by promotion from electricians, first class.

Gunners, Warrant Officers.—Pay, \$1,500 to \$2,400 a year. This grade is obtained by promotion from subordinate ratings in this branch.

Yeomen (clerical force).—Applicants for enlistment for yeomen must write a legible hand, be competent typewriters, and have had clerical experience. They will be enlisted as landsman (for yeomen, third class), and they will be rated yeomen, third class, after they qualify at the yeomen class. The pay of yeomen, third class, is \$33 per month.

Men who are competent stenographers and typewriters, and who have had previous clerical experience, will be enlisted for *yeomen, second class*, and will be so rated after qualifying at the yeomen class. Pay, \$38.50 per month.

Yeomen, second or third class, who have completed the course of instruction at the yeomen class, are transferred to cruising vessels as needed.

Yeomen, first class.—Pay, \$44 per month. This place is filled by the promotion of yeomen, second class, who have served the probationary period, and who are recommended by their commanding officers.

Chief yeomen are chief petty officers, who receive \$66 a month, and are selected from qualified yeomen, first class, preferably from those who have been honorably discharged and have reenlisted within four months. After one year's service as chief yeomen they may be examined, and if found qualified are given a permanent appointment at \$77 per month.

Plumbers and fitters.—Pay, \$49.50 per month. Must be competent plumbers and fitters by trade, preferably with previous sea experience. Enlisted only by permission.

Sailmakers' mates.—Pay, \$44 per month. Enlistments in this rating are only made as a result of examination at a navy yard, proving competency.

Painters, third class.—Pay, \$33 per month. Must be competent painters by trade, preferably with previous sea experience. Painters are enlisted only to fill vacancies.

Painters, second class.—Pay, \$38.50 per month. This rating is obtained by promotion from painters, third class.

Painters, first class.—Pay, \$44 per month. This rating is obtained by promotion from painters, second class.

Ship's cooks, fourth class.—Pay, \$27.50 per month. Must be competent plain cooks. Recruits will be enlisted as landsman (for ship's cook), pay \$17.60 a month, and will be sent to the commissary school, where they will be required to qualify before given the rating of ship's cook.

Ship's cooks, third class.—Pay, \$33 per month. Applicants for this rating will be enlisted as landsmen (for ship's cook, third class). Applicants must be desirable and competent, and will be rated upon proving qualifications on board ship.

Ship's cooks, second class.—Pay \$44 per month. Applicants for this rating will be enlisted as landsmen (for ship's cook, second class). Applicants must be specially desirable and competent, and will be rated upon proving qualifications on board ship.

Ship's cook, first class.—Pay, \$60.50 per month. This rating is obtained by promotion from the rating of ship's cook, second class.

Commissary stewards.—Pay, \$66 per month. Must be qualified by examination and experience on board ship, and must have a thorough knowledge of keeping accounts, the purchase of supplies, and the supervision and control of a considerable number of cooks and messmen, and be competent to superintend the messing arrangement of messes for 150 to 300 men. First enlistments in this rating have been discontinued. Applicants for commissary steward are limited to qualified ship's cooks, first class, and bakers, first class.

Chief commissary stewards.—Pay, \$77 per month. Men in this rating are promoted from commissary stewards after qualifying by the examination and experience on board ship. Qualifications are the same as for commissary steward, excepting that they must be competent to provide for and superintend the messing arrangement of messes of from 300 to 850 men.

Cabin stewards.—Pay, \$55 per month. Applicants for enlistment in this rating must present recommendations showing previous experience and that they are competent to purchase the necessary supplies, keep the necessary accounts, and have sufficient force to superintend in all respects the cooks and mess attendants under their charge. Applicants will be enlisted as mess attendants, third class, and then rated cabin steward.

Wardroom stewards.—Pay, \$55 per month. Applicants for enlistment in this rating must present recommendations showing previous experience and that they are competent to purchase the necessary supplies, keep the necessary accounts, and have sufficient force to superintend in all respects the cooks and mess attendants under their charge, and to cater to from 12 to 30 persons. Applicants will be enlisted as mess attendant, third class, and then rated wardroom steward.

Steerage stewards.—Pay, \$38.50 per month. Applicants for enlistment in this rating must present recommendations showing previous experience and that they are competent to purchase the necessary supplies, keep the necessary accounts, and have sufficient force to superintend in all respects the cooks and mess attendants under their charge, and to cater to from 8 to 18 persons. Applicants will be enlisted as mess attendant, third class, and then rated steerage steward.

Warrant officers' stewards.—Pay, \$38.50 per month. Applicants for enlistment in this rating must present recommendations showing previous experience and that they are competent to purchase the necessary supplies, keep the necessary accounts, and have sufficient force to superintend in all respects the cooks and mess attendants under their charge, and to cater to from 6 to 12 persons. Applicants will be enlisted as mess attendant, third class, and then rated warrant officers' steward.

Cabin cooks.—Pay, \$49.50 per month. Must be competent and first-class cooks and present recommendations showing reliability and ability. Applicants will be enlisted as mess attendant, third class, and then rated cabin cook.

Wardroom cooks.—Pay, \$49.50 per month. Must be competent and first-class cooks and present recommendations showing reliability and ability. Must be competent to cook for from 12 to 30 persons. Applicants will be enlisted as mess attendant, third class, and then rated wardroom cook.

Steerage cooks.—Pay, \$33 per month. Must be competent and first-class cooks and present recommendations showing reliability and ability. Must be competent to cook for from 8 to 18 persons.

Applicants will be enlisted as mess attendant, third class, and then rated steerage cook.

Warrant officers' cooks.—Pay, \$33 per month. Must be first-class plain cooks and present recommendations showing reliability and ability. Must be competent to cook for from 6 to 12 persons. Applicants will be enlisted as mess attendant, third class, and then rated warrant officers' cook.

When mess attendants who have been advanced to the rating of cook or steward have served one year in said ratings and are recommended by their commanding officers, they shall be given *certificates of qualification* from the Bureau of Navigation, and so long as they hold such certificates shall be reenlisted in the rating designated on the same. Certificates of qualification may be revoked for incompetency, undesirability, or bad conduct.

All stewards and cooks in the messman branch, who are citizens of the United States, and who hold certificates of qualification as stewards or cooks shall receive \$5.50 per month additional to the pay of their rating while holding such certificate, such additional pay to be of a permanent character as regular pay.

Mess attendants, third class.—Pay, \$17.60 per month (if American citizens, pay is \$22 per month). Only desirable applicants who have had previous experience in hotels, clubs, restaurants, or private families will be enlisted in this rating, and then only upon presenting recommendations from previous employers.

Mess attendants, second class.—Pay, \$22 per month (if American citizens, pay is \$27.50 per month). Vacancies in this rating are filled by promotion of competent mess attendants, third class, who have served satisfactorily in that rating.

Mess attendants, first class.—Pay, \$26.40 per month (if American citizens, \$33 per month). Vacancies in this rating are filled by promotion of competent mess attendants, second class, who have served satisfactorily in the rating of mess attendant, second class.

Mess attendants, third class, will not be rated mess attendants, second class, until they have served satisfactorily for one year as mess attendants, and mess attendants, second class, will not be rated mess attendants, first class, until they have served satisfactorily for two years as mess attendants. *Well qualified and deserving mess attendants, second or third class, may, however, be advanced in rating earlier by special authority from the Bureau of Navigation. To be eligible for promotion, their standing in proficiency, sobriety, and obedience must not be less than 4.*

Bakers, second class.—Pay, \$38.50 per month. Must be bakers by trade and must present recommendations showing qualifications and reliability. Bakers are enlisted as landsmen (for baker), pay \$17.60 a month, and will be sent to the commissary school, where they will be required to qualify before given the rating of baker.

Bakers, first class.—Pay, \$49.50 per month. This rating is obtained by promotion from bakers, second class, after proving capabilities on board ship.

Hospital apprentices.—Pay, \$22 per month. Applicants for enlistment in or transfer to the rating of hospital apprentice will be examined in arithmetic, orthography, writing (legible and grammatical), geography, and history of the United States. Hospital training and a knowledge of nursing will be considered to the advantage of the applicant. For the present enlistments in the Hospital Corps are made in the rating of hospital apprentice only.

Hospital apprentices, first class.—Pay, \$33 per month. Enlisted only by permission. Applicants for enlistment in and for duty as such, or promotion to the rating of hospital apprentice, first class,

will be examined on the following subjects, viz.: General Education.—Arithmetic, orthography, writing (legible and grammatical), geography, and history of the United States. Professional.—Clinical notes and preparation of temperature charts; doses of drugs in common use; employment of remedies other than by mouth, as poultices, enemata, counter-irritants, hydrotherapeutic agents, etc.; names and uses of surgical instruments and those employed in clinical diagnosis; preparation of patients for operation, including methods of sterilizing instruments, dressing, etc.; preliminary treatment of the more common cases of poisoning; application of bandages and splints and treatment of hemorrhage; preparation of food for the sick; preparation of beds and adjustment of clothing of patients. Applicants for this rating from civil life should make application to the Bureau of Medicine and Surgery, Navy Department, stating age, citizenship, and experience, accompanied by testimonials.

Hospital stewards.—Men who have held a permanent appointment as hospital apprentice, first class, for 12 months or more may be examined for an acting appointment as hospital steward. Pay, \$66 per month. Applicants from civil life will not be examined for this rating.

Men who have held an acting appointment as hospital steward for one year and are recommended by their commanding officers may receive a permanent appointment, the pay for which is \$77 per month.

Musicians.—An applicant for enlistment as musician, first or second class, must be able to read band music and must prove his ability to play some band instrument. Men for this rating are enlisted as musician, second class, \$33 per month; or, if specially well qualified as musician, first class, \$35.20 per month. Enlistment made only to fill vacancies.

First musician.—Pay, \$39.60 per month. This rating is filled by promotion of musicians, first class.

Bandmaster.—Pay, \$57.20 per month. This rating is filled by the promotion of first musicians who are specially well qualified and recommended for the position. Promotions to this rating are made only to fill vacancies.

Chief petty officers.—All chief petty officers who qualify by examination and are given permanent appointments receive \$77 per month and allowances.

Additional pay for reenlistment.—To provide adequate compensation for trained men the pay prescribed for each rating in the Navy is hereby increased \$5.50 per month during the second period of service and a further sum of \$3.30 per month during each and every subsequent period of service: *Provided*, That only enlisted men who are citizens of the United States and whose second and subsequent periods of service each follow next after service in the Navy that was terminated by reason of expiration of enlistment shall receive the benefits of the increased pay named herein: *Provided further*, That, in the cases of men who are or were finally discharged from the Navy by reason of expiration of enlistment, the first enlistment on or after the date of this order shall be considered the second period of service, which shall carry with it the increased pay provided by this order except that men discharged on recommendations of boards of medical survey shall, if they reenter the service, be given credit for any previous periods of service in the Navy which were terminated by reason of expiration of enlistment.

Reenlistments.—A reenlistment in the Navy can be made in any one of the ratings shown in the table for first enlistments without

regard to age limits, provided the applicant is physically and otherwise qualified for enlistment in that rating.

Should any person claim that his discharge has been lost, the case, with such means of identifying the person as can be obtained, shall be reported to the Navy Department for verification.

Every person who, upon the expiration of a four-year term of enlistment, holds an honorable discharge, an ordinary discharge bearing a recommendation for reenlistment, or a continuous-service certificate upon which there is endorsed "honorable" or "ordinary" discharge, shall, on presenting himself for reenlistment at any naval rendezvous or receiving ship, or on board any cruising ship not in the presence of a rendezvous or receiving ship, within four months from date of his discharge as shown thereon, be immediately reenlisted, regardless of complement, provided he is physically qualified and answers to the descriptive list of his discharge.

Should any person eligible for continuous service be found physically disqualified for reenlistment, a copy of the record of his medical examination shall be forwarded immediately to the Navy Department, with the recommendations of the commanding and medical officers. Pending a reply from the department, the discharge shall be held by the recruiting officer, and the owner may, if he so elect, remain during such time on board ship.

Any enlisted man being honorably discharged who reenlists for four years within four months shall, on presenting his honorable discharge, or on accounting in a satisfactory manner for its loss, be entitled to pay during the said four months equal to that to which he would have been entitled had he been employed in actual service; and any man who has received an honorable discharge from his last term of enlistment, or who has received a recommendation for reenlistment upon the expiration of his last term of service, who reenlists for a term of four years within four months from the date of his discharge, shall receive an increase of \$1.50 per month to the pay prescribed for the rating in which he served for each consecutive reenlistment, besides the increase allowed in the Executive order above quoted.

Any person who, upon the expiration of a four-year enlistment, receives an honorable discharge, or a recommendation for reenlistment indorsed upon an ordinary discharge, shall, upon reenlistment for four years within four months from the date of his discharge, receive in exchange for said discharge a continuous-service certificate.

A petty officer honorably discharged with a permanent appointment, who presents himself for reenlistment within four months from the date of his discharge, shall, if physically qualified, be enlisted in the rating of the permanent appointment under which he was serving at the time of his discharge. Men holding certificates as seamen gunners are entitled to the pay prescribed for said rating, and are entitled to reenlist as such.

Other persons can be reenlisted only in one of those ratings in which first enlistment is authorized on page 5.

A man holding an acting appointment as petty officer who reenlists within four months will be given an acting appointment in the same rating if his record and conduct warrant it.

Ship's cooks, 3d and 4th classes; bakers, 2d class, and mess attendants may, within four months from the date of honorable discharge, reenlist in the rating and class in which discharged.

Officers' cooks and stewards holding certificates of qualification reenlisting within four months from date of honorable discharge are to be enlisted in the rating designated on the certificate.

When an applicant has signed the shipping articles and taken the oath of allegiance the enlistment may be cancelled if he does not appear for transportation, provided the government has been put

to no expense in his enlistment. If the government has incurred expenses other than the ordinary recruiting expenses and the recruit fails to appear for transportation to a Receiving Ship or other ship on a specified date and remains absent for more than ten days he shall be declared a deserter from said specified date.

Rations and medical attendance are furnished free, in addition to pay. By rations is meant a daily allowance by the Government of substantial food, amply sufficient for the consumption of one man.

Enlisted men may deposit their savings, in sums of \$5 and over, with the paymaster of the ship and receive interest on same at the rate of 4 per cent. per annum, not subject to forfeiture except in case of desertion. Principal and interest to be paid on discharge.

Privilege of retirement after 30 years' service on three-quarters of the pay and allowances of the rate the man is holding, plus \$9.50 per month in lieu of rations and \$6.25 per month in lieu of quarters, fuel, and light. In computing the 30 years' time, all service in the Army, Navy, and Marine Corps shall be credited.

Every man, when discharged upon expiration of enlistment, is given a travel allowance of 4 cents a mile from the place of discharge to place of enlistment. If discharged before expiration of enlistment upon recommendation of a board of medical survey, he is furnished with transportation to his home.

A man reenlisting under continuous service, and whose conduct warrants, may, under certain restrictions, be awarded a good conduct medal if recommended by his commanding officer. For subsequent enlistment a pin or bar is awarded in lieu of the medal. Each good conduct medal, pin or bar entitles the holder to 83 cents per month in addition to the pay of his rating.

Immediately upon official notification of the death, from wounds or disease not the result of his own misconduct, of any enlisted man on the active list of the Navy, the Paymaster General of the Navy shall cause to be paid to the widow or children of such enlisted man, or any other dependent relative previously designated by him, an amount equal to six months' pay, at the rate received by him at the date of his death.

IMPORTANT.

All applicants for enlistment in the Navy must personally appear at a Navy recruiting station or navy yard, and there be examined as to their qualifications for enlistment. Applicants residing at a distance from such recruiting station or navy yard should, in all cases, carefully consider whether they can meet the requirements for enlistment as given in this circular. If necessary, they should consult a local physician and ascertain the probabilities of their being able to conform to these requirements. If reasonably sure of passing the physical examination, they should then write to the recruiting station or navy yard at which they intend to apply for enlistment, requesting to be informed as to whether or not enlistments are being made in the ratings for which they are eligible, or, if enlistments are not then being made in those ratings, to be notified as soon as they are being made.

This course is suggested as no allowance is made for traveling expenses of applicants, and they should be as certain as possible of their ability to pass the examination before incurring any expense. Transportation is furnished only to accepted applicants from the recruiting station to the point of assignment.

Applicants between the ages of 17 and 18 should obtain the written consent of their parents or guardians, on forms provided for that purpose, which forms will be supplied on application to any recruiting station or navy yard, before proceeding to the recruiting station.

Those between the ages of 18 and 21 who desire to enlist as seaman, ordinary seaman, or apprentice seaman, should similarly obtain an age certificate and have it filled out and signed before leaving home.

The different grades through which the higher ratings are attained by promotion are fully set forth in the following table, promotions being contingent upon qualifications—that is, proficiency, adaptability, general deportment, and also the requirements of the service.

| SEAMAN BRANCH: | Per month. |
|--|------------|
| Apprentice seamen..... | \$17.60 |
| Ordinary seamen..... | 20.90 |
| Seamen..... | 26.40 |
| <i>Petty officers, third class—</i> | |
| Quartermaster, third class..... | 33.00 |
| Gunner's mate, third class..... | 33.00 |
| Coxswain..... | 33.00 |
| Master at arms, third class..... | 33.00 |
| <i>Petty officers, second class—</i> | |
| Quartermaster, second class..... | 38.50 |
| Gunner's mate, second class..... | 38.50 |
| Boatswain's mate, second class..... | 38.50 |
| Master at arms, second class..... | 38.50 |
| <i>Petty officers, first class—</i> | |
| Quartermaster, first class..... | 44.00 |
| Gunner's mate, first class..... | 44.00 |
| Turret captain, first class..... | 55.00 |
| Boatswain's mate, first class..... | 44.00 |
| Master at arms, first class..... | 44.00 |
| <i>Chief petty officers¹—</i> | |
| Chief quartermaster..... | 55.00 |
| Chief gunner's mate..... | 55.00 |
| Chief turret captain..... | 66.00 |
| Chief boatswain's mate..... | 55.00 |
| Chief master at arms..... | 71.50 |
| ARTIFICER BRANCH: | |
| Landsmen..... | 17.60 |
| Coal passers..... | 24.20 |
| Shipwrights..... | 27.50 |
| Firemen, second class..... | 33.00 |
| Firemen, first class..... | 38.50 |
| <i>Petty officers, third class—</i> | |
| Painters, third class..... | 33.00 |
| Carpenters' mates, third class..... | 33.00 |
| Electricians, third class..... | 33.00 |
| <i>Petty officers, second class—</i> | |
| Painters, second class..... | 38.50 |
| Shipfitters, second class..... | 44.00 |
| Oilers..... | 40.70 |
| Printers..... | 38.50 |
| Carpenters' mates, second class..... | 38.50 |
| Electricians, second class..... | 44.00 |
| Machinists' mates, second class..... | 44.00 |
| <i>Petty officers, first class—</i> | |
| Painters, first class..... | 44.00 |
| Shipfitters, first class..... | 60.50 |
| Water tenders..... | 44.00 |
| Carpenters' mates, first class..... | 44.00 |
| Sailmakers' mates..... | 44.00 |
| Plumbers and fitters..... | 49.50 |
| Blacksmiths..... | 55.00 |
| Coppersmiths..... | 60.50 |
| Boilermakers..... | 71.50 |
| Electricians, first class..... | 55.00 |
| Machinists' mates, first class..... | 60.50 |

¹Pay of chief petty officers on receiving permanent appointments, \$77 per month.

ARTIFICER BRANCH—Continued.

| <i>Chief petty officers</i> ¹ — | Per month. |
|--|------------|
| Chief water tenders | 55.00 |
| Chief carpenters' mates | 55.00 |
| Chief electricians | 66.00 |
| Chief machinists' mates | 77.00 |

SPECIAL BRANCH:

| | |
|---|-------|
| Landsmen | 17.60 |
| Hospital apprentices | 22.00 |
| Buglers | 33.00 |
| Musicians, second class | 33.00 |
| Musicians, first class | 35.20 |
| <i>Petty officers, third class—</i> | |
| Hospital apprentices, first class | 33.00 |
| Yeomen, third class | 33.00 |
| <i>Petty officers, second class—</i> | |
| Yeomen, second class | 38.50 |
| <i>Petty officers, first class—</i> | |
| Yeomen, first class | 44.00 |
| First musicians | 39.60 |
| <i>Chief petty officers</i> ¹ — | |
| Bandmasters | 57.20 |
| Hospital stewards | 66.00 |
| Chief yeomen | 66.00 |

COMMISSARY BRANCH:

| | |
|--------------------------------------|-------|
| Landsmen | 17.60 |
| Bakers, second class | 38.50 |
| Bakers, first class | 49.50 |
| Ships' cooks, fourth class | 27.50 |
| Ships' cooks, third class | 33.00 |
| Ships' cooks, second class | 44.00 |
| Ships' cooks, first class | 60.50 |
| Commissary steward | 66.00 |
| Chief commissary steward | 77.00 |

MESSMAN BRANCH:

| | |
|--|-------|
| Mess attendants, third class (if American citizens) | 22.00 |
| Mess attendants, second class (if American citizens) | 27.50 |
| Mess attendants, first class (if American citizens) | 33.00 |
| Warrant officers' cooks | 33.00 |
| Warrant officers' stewards | 38.50 |
| Steerage cooks | 33.00 |
| Steerage stewards | 38.50 |
| Wardroom cooks | 49.50 |
| Wardroom stewards | 55.00 |
| Cabin cooks | 49.50 |
| Cabin stewards | 55.00 |
| Cooks to commandants | 55.00 |
| Stewards to commandants | 66.00 |
| Cooks to commanders in chief | 55.00 |
| Stewards to commanders in chief | 66.00 |

Any request made to the Bureau of Navigation, Navy Department, Washington, D. C., or to the commanding officers of the following-named receiving ships and training stations, for information regarding enlistment in the naval service will receive prompt attention:

Receiving ship at—

Navy yard, Boston, Mass.
 Navy yard, New York, N. Y.
 Navy yard, Philadelphia, Pa.
 Naval Academy, Annapolis, Md.
 Navy yard, Norfolk, Va.
 Navy yard, Charleston, S. C.
 Bremerton, Wash.

¹Pay of chief petty officers on receiving permanent appointments, \$77 per month.

- U. S. Naval Training Station, Newport, R. I.
- U. S. Naval Training Station, Great Lakes, North Chicago, Ill.
- U. S. Naval Training Station, San Francisco, Cal.
- U. S. Navy yard, Portsmouth, N. H.
- U. S. Navy yard, Washington, D. C.
- Or at any Navy recruiting station.

Recruiting parties make occasional visits to cities throughout the country. Those desiring to enter the service residing at a distance from a navy yard or recruiting station should communicate with the Bureau of Navigation, Navy Department, Washington, D. C.

VICTOR BLUE,
Chief of Bureau.

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